

APPLICATION INFORMATION
CALIFORNIA REGISTERED DENTAL HYGIENIST (RDH)
LICENSURE BY CREDENTIAL (3/06)

Registered Dental Hygienists (RDHs) are licensed in California by the Committee on Dental Auxiliaries, Dental Board of California.

Applicants who are licensed or registered as a Dental Hygienist in another state may qualify to receive Licensure by Credential if all of the requirements in this document are met. If found to be qualified, the applicant is not required to take the California clinical exam.

Temporary permits to practice prior to receiving a license cannot be issued. Licensure in another country is not recognized in California.

IT IS A CRIMINAL OFFENSE TO PRACTICE DENTAL HYGIENE IN CALIFORNIA WITHOUT FIRST RECEIVING A RDH LICENSE.

Use the following as a checklist as you complete the RDH - LBC application and other required documents.

1. Application. All information requested **must be supplied with the application**, and each question must be answered fully, truthfully and accurately. A false statement is a crime, and grounds for denial of licensure.

California law requires all licensees to provide a federal Social Security number. A license will not be issued to any applicant until this information is provided.

2. Fee and Fingerprints - Applicants located INSIDE California. Each application must be accompanied by a non-refundable application fee of \$20. Make check or money order payable to: **Committee on Dental Auxiliaries**.

All applicants residing within California must have their fingerprints scanned. (See enclosure "Fingerprint Scanning Required.") Payment for fingerprinting will be made directly to the Live Scan operator.

3. Fee and Fingerprints - Applicants located OUTSIDE California. Each application must be accompanied by a fee of \$71 (\$20 application fee and \$51 fingerprint processing

fee). Make check payable to: **Committee on Dental Auxiliaries**.

Applicants located outside of California must submit two completed fingerprint cards with their application.

4. Non-Refundable Fees. The fees are non-refundable, and a fee will be charged for all returned checks.

5. Criminal History Background Investigation. A license cannot be issued until the Committee on Dental Auxiliaries has received and reviewed criminal background information from both the Federal Bureau of Investigation and the California Department of Justice. This process can take at least two to three months, and much longer if a criminal history does exist.

6. Graduation from an Accredited Dental Hygiene Program. Applicants must have graduated from an dental hygiene program accredited by the Commission on Dental Accreditation. The applicant **MUST** submit a copy of the graduation diploma with the application.

7. Licensure in Another State(s). Each applicant must provide proof of a current and active license as a registered dental hygienist issued by another state that is not revoked, suspended, or otherwise restricted.

A license certification must be submitted for each state in which the applicant is, or ever was, licensed regardless of the status of the license.

Complete Item #7 on the application fully, and submit with the application an original license certification from each State listed (use COMDA's license certification form).

8a. California Clinical Examination. An applicant who has failed the California clinical examination within the last five years, or failed the examination more than once 5 or more years ago, is not qualified to be issued a license through Licensure by Credential.

8b. National Board Written Exam. Each applicant must submit original documentation of passing the Dental Hygiene National Board Written Examination.

8c. Passage of State or Regional Clinical Exam. Each applicant must have successfully passed a state or regional clinical licensure exam. If this information is not provided on a License Certification submitted pursuant to Section 7, a separate certification from the State or regional examining agency is required.

9. Continuing Education. Each applicant must submit original documentation of completion of a minimum of 25 units of continuing education (CE) earned in the two years preceding application. The CE must include completion of a course in Basic Life Support approved by the American Heart Association or the American Red Cross **and** 2 hours of California Dental Law and 2 hours of Infection Control. The courses must be California Board-approved.

Original documents issued by the continuing education provider must contain the applicant's name and the number of hours of the course.

10. Completion of California Board-approved courses. Certificates of completion of the following Board-approved courses must be submitted on approved forms:

- (1) periodontal soft tissue curettage;
- (2) administration of local anesthetic agents; and,
- (3) administration of nitrous oxide and oxygen.

Approved courses are currently provided by Joan Brandlin in Southern California (626-451-0487) and Sacramento City College in Northern California (916-558-2443).

Graduates of dental hygiene educational programs located outside of California must submit a completed radiation safety certification form in order for the applicant to legally expose dental radiographs in California.

11. Clinical Practice and/or Full-Time Faculty Experience. Each applicant must supply proof

of certain clinical practice and/or employment as a full-time dental hygiene faculty member to qualify for licensure.

11a. Clinical Practice. To qualify under this requirement, the applicant must supply proof that he or she has been in clinical practice as a registered dental hygienist for a minimum of 750 hours per year for at least five years preceding the date of his or her application.

The applicant must supply one or more completed Certification of Dental Hygiene Clinical Practice (LBC-Clinical Practice Cert. (Rev. 12/02)) covering all of the required experience, signed by the custodian of records of the applicant's qualifying business(es). The Certification(s) must contain original signatures, and be signed under penalty of perjury.

If the applicant has worked as a full-time faculty member in a dental hygiene program, that experience can be substituted for clinical practice on a year-for-year basis – see section 11b below.

If the applicant has a contract to practice in certain facilities in California, up to two years of such intended practice can be substituted for up to two years of the required clinical experience (see section 11c below).

11b. Full-Time Faculty Experience. To qualify under this requirement, the applicant must supply proof of being a full-time faculty member in an accredited dental hygiene education program for a minimum of 750 hours per year for at least five years preceding the date of his or her application.

The applicant must supply a copy of the employment contract(s) covering all of the required employment.

Full-time dental hygiene clinical practice can be substituted for full-time teaching experience – see section 11a above.

11c. Contract to Practice in Certain California Facilities. To qualify under this requirement, the applicant must supply proof that he or she

- was in full-time clinical practice as a dental hygienist for a minimum of 750 hours per year for at least three years preceding the date of the application (see 11a above),

AND

- commits to completing the remaining two years of clinical practice by filing with the board a copy of a pending contract to practice dental hygiene in any of the following facilities (a description and a list of the facilities is contained in other application materials):

- A primary care clinic licensed under subdivision (a) of Section 1204 of the Health and Safety Code.
- A primary care clinic exempt from licensure pursuant to subdivision (c) of Section 1206 of the Health and Safety Code.
- A clinic owned or operated by a public hospital or health system.
- A clinic owned and operated by a hospital that maintains the primary contract with a county government to fill the county's role under Section 17000 of the Welfare and Institutions Code.

The applicant must provide a copy of the pending employment contract to work in one of the facilities listed above, in addition to supplying the required proof of three years of clinical practice.

The applicant must continue to work in one of the facilities listed above, and compliance will be closely monitored. Failure to meet the two year requirement in one of the facilities listed above will result in disciplinary action.

Examples of Acceptable Combinations of Employment. Following is a list of the various types of combinations of experience that will be acceptable among the three types mentioned in 11a, 11b, and 11c, above.

- a. Five years of full-time experience in clinical practice
- b. Five years of experience as a full-time faculty member in a dental hygiene program.

c. Any combination of experience specified in 11a and 11b above, e.g., 1 year of clinical practice and 4 years of full-time teaching; 4 years of clinical experience and 1 year of full-time teaching; etc.

d. At least three years of experience in clinical practice and a contract and commitment to practice for at least 2 years in facilities specified in 11c above.

12. Disciplinary Actions. Answer all questions completely and truthfully. A disciplinary action in another state, or a false statement concerning such action, may be grounds for license denial.

13. Criminal Convictions. Answer this section completely and truthfully. A criminal conviction, or a false statement concerning such event, may be grounds for license denial.

14. Execution of Application. The application must be signed and dated, and properly executed, INCLUDING being notarized if it is signed outside of California. The applicant signs the application under penalty of perjury. The application will be returned if it is not properly executed.